



Position Title Corporate IT Core Operator		
Reports To: Corporate IT Data Systems Analyst & Core Operator Supervisor	Classification: Non-Exempt	Department: Information Technology
EEO Category: Professionals		FLSA Type: Non-Exempt
Supervises: None	Location: Morton 671	Status: Full Time

Job Summary

Under general supervision, an IT Core Operator monitors and maintains computer systems and mainframe operations in a financial environment. This role ensures smooth batch processing, system integrity, and compliance with security and regulatory requirements. Responsibilities include performing tasks as reflected in the Core Operations Daily Checklist, monitoring on-line systems, printing and distributing reports and performing help-desk functions.

Essential Duties & Responsibilities

- Perform tasks as reflected in Daily Operations Checklist
- Identify and resolve software or processing issues
- Escalate problems to support or infrastructure teams as needed
- Ensure data confidentiality and integrity in accordance with financial regulations
- Maintain activity logs, incident reports, and shift documentation
- Support disaster recovery and business continuity protocols
- Respond to alerts from monitoring systems promptly and effectively
- Perform helpdesk support, assisting with calls, logging and directing requests to appropriate person

Supervisory Requirements

Personnel Management: This position has no supervisory responsibilities.

Process Management: NA

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The physical activities of this position may include climbing, reaching, standing, lifting, talking, hearing and performing repetitive motions.
- Medium exertion; exerting up to 50 pounds of force occasionally, and or up to 20 pounds of force frequently, and or up to 10 pounds of force constantly to move objects.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal.

Work Environment

The work environmental characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employees, who work 7 ½ continuous hours or more, must take a 30-minute uninterrupted lunch break no later than 5 hours after beginning their workday
- Flexible work schedules, occasional evening and weekend work
- Personal vehicle (car or truck), at which mileage will be paid, to transport equipment/documents securely and safely to the outlying locations.

Education and Qualifications

Essential:

- High school diploma or equivalent
- Ability to work independently and under pressure in 24/7 environments or rotating shifts
- Excellent troubleshooting and communication skills
- BSA and other Bank related training through BAI is required annually (Bank provided)

Desirable:

- Associate's degree in computer related discipline or two years of related training

Experience

Essential:

- Personal computer, including word processing and spreadsheet software (Microsoft Office)

Desirable:

- Knowledge of financial systems and transaction processing

Licenses and Certifications

Essential:

Desirable:

This job description is not an employment contract, implied or otherwise; therefore, employment relationship remains "at-will."

Employment Acknowledgement

I have read and understand the duties, responsibilities, qualifications and demands required of this position and acknowledge that Morton Community Bank may change or modify the position at any time, for any business reason.

Likewise, I understand that these are not the only duties to be performed by me while working for Morton Community Bank and that I will be required to follow instructions and perform duties required by my supervisor.

Employee Signature

Date

Equal Opportunity Employer: disability/veteran